



## Job: IRC168399



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### Description

**Job Title** Accountant III  
**Location** Henrico, VA, US  
**Organization Name** HCPS - Finance  
**About Us**

Henrico County Public Schools is one of the six largest county public school divisions in Virginia with a nationally recognized educational program. Henrico County is a suburban community surrounding the city of Richmond, VA. We are 104 miles from the Atlantic Ocean to the east; 94 miles from the scenic Sky Line Drive to the west; 106 miles from Washington, D.C. to the north; and 75 miles from the North Carolina border to the south.

#### Our Mission:

Henrico County Public Schools, an innovative leader in educational excellence, will actively engage our students in diverse learning experiences that inspire and empower them to become contributing citizens.

#### General Statement of Duties

**This vacancy is open until filled. The minimum annual salary is \$58,515.16 (Note: Salary for the 2022/2023 school year will be prorated based on start date).**

Responsible for maintaining a complex system of accounts and records and performing varied and difficult professional accounting work; does related work as required.

#### Essential Duties

- Maintains continuous review of accounting practices to assure conformance with generally accepted accounting principles and to assure compliance with federal and state regulations and those restrictions emanating from the office of the Auditor of Public Accounts and Department of Education
- Knowledge of Federal, State and Local grants
- Recommends changes designed to ensure compliance and/or increase the efficiency of the County's accounting operations
- Records and tracks all revenues for special accounting studies and analyses of various activities
- Prepares monthly, quarterly, and annual financial statements, statistical analyses, and financial projections
- Assures prompt reconciliation of all accounts and determines for further action the cause of any item not reconcilable
- Prepares monthly reports to the Virginia Department of Education, which constitutes the basis of reimbursement to the County
- May establish a variety of data base and spreadsheet information to develop management reports
- Prepares, upon request, invoices, special reports, analyses, or statements concerning financial accounts for all funds
- Advises department heads personnel on account policies and interprets and applies them to various functions
- May train and supervise the work of other employees in using a personal computer to enter and retrieve data
- Prepares monthly revenue and expenditure reports and assists in preparation of the Superintendent's Annual Report as well as data to be contained in official bond statements or prospectuses
- Establishes and maintains up-to-date accounting structure for all grant budgets, expenses, and receipts
- Assists with the School's financial year-end close out process to include accruals and deferrals
- Maintains a consistent and continuous record of gifts, bequests, and donations to the school system by outside benefactors
- Must be proficient in Excel
- Performs related work as assigned

#### Minimum Qualifications

- Bachelor's degree in accounting, CPA or CPA candidate preferred. Minimum of four years professional accounting experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities;
- Proficiency in use of EXCEL, Access or other spreadsheets, as well as Microsoft applications;
- Considerable knowledge of the principles, methods and practices of accounting;
- Knowledge of GAAFR (Government Accounting, Auditing and Financial Reporting) published by the National Committee on Governmental Accounting;
- Good knowledge of the principles underlying the laws, ordinances and regulations governing financial operations;
- Knowledge of modern business management practices;
- Skill in the use of computer software including spreadsheet and statistical packages;
- Ability to analyze data using a computer and to produce customized reports from the computer;
- Ability to understand complex instructions, including federal regulations;
- Some knowledge of data processing applications and procedures;
- Ability to devise and apply modern accounting procedures;
- Ability to plan, organize and direct the installation of accounting systems and procedures;
- Ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports;
- Ability to present ideas and recommendations clearly and concisely both orally and in writing.

#### Additional Information

**This vacancy is open until filled. The minimum annual salary is \$58,515.16 (Note: Salary for the 2022/2023 school year will be prorated based on start date).**

#### How To Apply

To be considered for the listed vacancy, all applicants must complete the online application and submit three (3) signed [written references](#). Please upload resume, transcripts (if applicable) and three (3) signed [written references](#). If unable to upload documents, please mail or fax to:

Henrico County Public Schools  
Department of Human Resources  
P.O. Box 23120  
3820 Nine Mile Road  
Henrico, VA 23223-0430  
Fax: (804) 652-3763

<https://henricoschools.us/wp-content/uploads/References.pdf>

**The School Board of Henrico County is committed to nondiscrimination with regard to sex (including pregnancy), gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, or any other characteristic protected by law (except where such is a bona fide occupational qualification), in employment or in its programs and activities.**

**Minimum Salary**  
**Maximum Salary**  
**Currency** USD  
**Main Organization** Public Schools  
[Public Schools](#)  
**Employment Status** Permanent Fulltime  
[Permanent Full-time](#)  
**Amount of Travel**  
**Work At Home**

## Documents

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